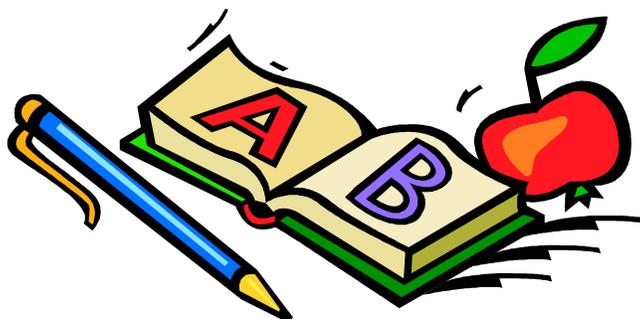


JEMEZ VALLEY PRE K

PARENT HANDBOOK

2017-2018



Jemez Valley Public Schools

Dear Parents,

Welcome to the Jemez Valley Public Schools PreK program for the 2017-2018 school year! We are delighted that you have enrolled your child in our early childhood program.

Our purposes are twofold:

1. To prepare your child so that he or she will start kindergarten ready to learn, and
2. To involve you through home visits, parent conferences, and trainings so that you will learn how to help your child to become a successful, lifelong learner.

The program is designed to meet the developmental needs of young children, including social, emotional, physical and cognitive needs. It is aligned with the New Mexico PreK Program Standards and Learning Outcomes.

Our PreK program is held four days a week (Monday-Thursday). The PreK calendar indicates the dates for home visits, parent evenings, parent-teacher conferences, and Continuation.

Your child will receive a free breakfast and lunch each day. He or she can either bring a lunch or participate in our K-12 food services provided by Canteen and served in the elementary school cafeteria. We will also provide bus transportation.

We look forward to working with you and your child this year.

Sincerely,

Dana Pino
Jemez Valley Elementary Principal

MISSION STATEMENT

Jemez Valley Public Schools PreK Program

The mission of the Jemez Valley Public Schools PreK Program is to prepare children for Kindergarten and for lifelong learning.

We will achieve our mission in the following ways:

1. We will address the following essential knowledge and skills for young children:
 - a. Health and physical well-being
 - b. Reading readiness
 - c. Writing readiness
 - d. Numeracy readiness
 - e. Aesthetic awareness, creativity and problem solving
 - f. Scientific and conceptual understanding
 - g. Self, attitudes, learning, family and community.
2. We will involve families in our program in three ways:
 - a. Home visits
 - b. Parent conferences
 - c. Parent trainings.
3. We will transition the children into Kindergarten as follows:
 - a. Preparation of a comprehensive portfolio for each child
 - b. Transition visits for PreK children and their parents
 - c. Pair Pre-K children with K-5 students as learning partners
 - d. Participate in activities at Jemez Valley Elementary.

Jemez Valley Public Schools PreK Program

SUMMARY OF PROGRAMS AND STUDENT SERVICES

Library: PreK children will have the opportunity to go to the Jemez Valley Elementary School Library where children may check out one book at a time.

Art: PreK children will have art each week with a licensed art teacher.

Computer: PreK children will be instructed in beginning skills using developmentally-appropriate software in order to prepare them for the use of computers when they transition into kindergarten.

Health: PreK children will have access to the Jemez Valley Public Schools nurse. Individual health plans will be developed for a child who needs a plan that will be monitored by the nurse.

Food Services: PreK children will receive a daily, free breakfast and lunch. Lunch will be served in the Jemez Valley Elementary School cafeteria. Parents also have the option to send a sack lunch with their child. A meal calendar will be provided monthly. Breakfast, snacks, and lunches will follow U.S. Department of Agriculture nutrition guidelines for school meals.

Counseling: A school counselor is available for the children.

Transportation: Bus services are available before and after PreK.

Assessment: As per the Public Education Department requirements for PreK programs, children will be assessed three times per year using the New Mexico PreK Learning Outcomes Observation Tool and three times per year we will complete a Focused Portfolio assessment. These assessments will help us to track your child's progress over

the PreK year in language, literacy, math, science, initiative, social relationships, creativity, movement, and music.

In addition, the Public Education Department will conduct assessments of the program components and effectiveness, and your child will participate in assessments conducted by outside agencies contracted with the Public Education Department.

Screenings: Children will be screened for dental and physical health, including vision and hearing. They will also be screened in the areas of fine and gross motor skills, speech-language skills, and cognitive and social-emotional development as part of district Child Find activities.

Parent Involvement: Home visits by the PreK teacher will be conducted prior to the beginning of the Fall semester. Parents will be invited to trainings on curriculum and readiness skills where they will learn how to support the development of their children. Parent conferences will be held three times per year to review their child's progress. And of course, parents will be invited to our PreK Continuation at the end of the year!

Jemez Valley Public Schools PreK Program

Sample Daily Schedule

7:30-8:00 a.m.	Bus drop off and breakfast
8:00-8:30 a.m.	Morning circle - Calendar
8:30-9:00a.m.	Small group
9:00-10:45 a.m.	Learning Centers
10:45-11 a.m.	Clean up for Lunch
11:00-11:30 a.m.	Lunch
11:30-12:30 p.m.	Recess
12:30-12:45 p.m.	Story Time
12:45 p.m.-2:00 p.m.	Nap
2:15-2:30 p.m.	Snack
2:30-3:30 p.m.	Learning Centers (depending on Specials)
Times vary daily	Special (PE, Music, Library, Art)
3:30-3:45p.m.	Reflection time
3:50 p.m.	Dismissal to Bus

Jemez Valley Public Schools PreK Program

POLICIES AND PROCEDURES

Birth Certificate: All children entering the Jemez Valley Public Schools PreK Program are required to present a birth certificate prior to attending the program.

Immunization and Health Information: All children entering the Jemez Valley Public Schools PreK Program are required to present a medical certificate showing current immunizations prior to attending the program. If a child has special health concerns, please discuss them with the Director and the school nurse. If your child needs to take a medication during the day, the nurse will administer it. Please contact the nurse concerning all medication your child brings to school. The school nurse is the only one allowed to administer medication to your child at school.

Food Services: The food services program will include breakfast and hot lunches.

Breakfast and lunch will be provided to PreK students at no charge.

Calendar: Please see the attached calendar for the PreK. In general it follows a schedule similar to Jemez Valley Elementary School. JV PreK will begin the on-site program in August following home visits with parents during the weeks before the PreK program begins. We will report back to school after Winter Break in January. The PreK staff may be required to attend state-mandated PreK trainings during the school year, but we do not yet know the dates. The last day of PreK will be May 10, 2018.

Attendance: Every day in PreK your child will be learning and developing the skills essential for success in school. It is **imperative** that your child attend PreK regularly on

a daily basis in order to learn skills, to gain knowledge, to develop self-discipline, and to become ready for Kindergarten. However, we know that there are days your child is sick or may have a medical appointment, please call the Elementary secretary and notify of absence. Attendance will be taken every day.

PreK School Hours: The program hours are 7:30 a.m.-3:45 p.m. If you are transporting your child to school, please do not bring your child before 7:30 a.m. as staff members will not be on duty to supervise children.

Dismissal during School Hours: We are very concerned about the safety of our children. It is school policy that children can only be dismissed from school early when a parent or authorized adult picks them up. Students will only be released to an adult listed on their Pickup Verification Form and signed out at the school office.

Visitors: To ensure the safety of the children and staff, **EVERY** visitor must sign in and present a picture ID to the secretary in the Jemez Valley Elementary School Office.

There are **NO EXCEPTIONS!** Please wear a Visitor's Pass and be **sure to return the pass when you sign out.**

Field Trips: The PreK Program may schedule field trips during the school year as extensions of the curriculum. Parent permission is required for any child to participate in a field trip. Parents will be encouraged to accompany their children on these outings as official chaperones. A child does not have to return from the field trip with his/her class as long as the Parent Release Form has been filled out and is on file with the PreK teacher who is the field trip sponsor.

Fundraising: the PreK Director must approve all fundraising activities.

Lost Articles: Please mark coats, hats, jackets, lunch boxes and all school supplies with your child's name. This will help us to return lost articles to your child. Lost items are kept in the Elementary School lobby. Unclaimed items are donated to charitable organizations each year.

Personal items such as toys, games, or electronic equipment are not permitted at the PreK without prior approval of the Director or Teacher. These items will be taken from your child and must be picked up by you, the parent.

In Case of Bad Weather: see the attached letter from the Superintendent.

Discipline: see attached Code of Conduct Policy.

Dress Code: see the attached Jemez Valley Public Schools Standard of Dress for Students.

Playground Rules: see attached Preschool Playground Rules.

Photographs/Videos of the Children in PreK Program. See attached release form.

Jemez Valley Public Schools Standard of Dress for Students

Adopted by the Jemez Valley Public Schools Board of Education on July 28, 2003.

Students are expected to be neat, clean, and appropriately dressed for learning.

Pants, shorts, skirts, dresses, or jumpers:

-No shorter than the point where extended fingers end when the student is standing up straight.

-No skin should show between the bottom of the shirt and the top of the pant or skirt.

-Pants must be worn around the waist in an appropriate manner (no sagging).

Shoes must be worn at all times.

The following items are prohibited:

1) Clothing, jewelry, or hairstyles that disrupt the education process or endanger students;

including, but not limited to:

- Body piercing jewelry (exception-earrings worn in the ear)
- Muscle shirts, spaghetti-strap shirts, tank tops, or other shirts intended as undershirts
- Shirts that are shredded, off the shoulder, low-cut or transparent
- Headgear of any kind, such as hats, bandanas, hairnets, and indoor sunglasses (exception-hats may be worn inside the gymnasium during after-school and evening events)
- Spandex or other form-fitting fabrics
- Belt loop or chain wallets, spiked jewelry, and extended belts
- Pants with dragging cuffs or holes in material

2) Clothing, tattoos, or accessories which advertise, display, or promote any drug including tobacco and alcohol, sexual innuendo, violence, weaponry, profanity, hatred or bigotry toward any group. No inappropriate face painting will be allowed.

3) Clothing, tattoos, or accessories which display gang affiliation or abuse.

Jemez Valley Public Schools PreK Program

Playground Rules

The following rules are in effect on the PreK playground between 7:30 a.m. and 3:45 p.m. Please do not bring children to school before 7:30 a.m. or pick up after 3:45 p.m. as there will be no staff member on duty to supervise your child.

- Show respect for the playground supervisor.**
- Share playground equipment with other children – take turns.**
- Take good care of all playground equipment.**
- No sharp objects such as knives, glass containers, or sharp sticks are allowed.**
- No tackle football, wrestling, or any other rough games or contact sports will be allowed.**
- No throwing of rocks, sand, dirt, snowballs or dangerous objects.**
- Stay in the fenced PreK playground – do not enter the parking lot or highway to retrieve equipment.**
- Do not enter the elementary school playground unless under the supervision of the PreK staff.**

Jemez Valley Public Schools PreK Program

Code of Conduct – School Board Policy

I. Statement of Intent

The staff, students and parents of Jemez Valley PreK believe that all students have a right to a quality public education. Teachers have the right to teach and perform their duties as school employees, free from interruption, and in an environment that is safe from physical harm.

II. General Provisions

The student's responsibility is to respect the educational process. Disruptions of this process will not be tolerated. In order to promote the safety and positive self-image of all students and employees of Jemez Valley PreK, and to ensure a positive learning environment, the following rules of conduct have been adopted.

III. Rules of Conduct for Students

Students of Jemez Valley PreK shall not use profanity and shall behave respectfully toward everyone, including themselves, teachers, substitute teachers, teaching assistants, administrators, custodial staff, and other school employees, parents, visitors and other students. Students must wear appropriate attire. Students should attend school regularly and be on time daily.

The following conduct will not be tolerated:

1. **Racism** – racial slurs, intimidation, put downs, verbal or written racist material.
2. **Violence** – including, but not limited to, bullying, fighting, hitting, kicking, biting, profanity, rock or snowball throwing.
3. **Harassment** – including, but not limited to, unwelcome or unwanted comments and/or gestures regarding linguistic, physical, or educational ability, religious or sexual preference.
4. **Sexual Harassment** – unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature.
5. **Possession or use of Drugs, including Alcohol or Tobacco** - on school property and/or at school-related and school-sponsored activities.
6. **Possession of Weapons of Any Kind** – including, but not limited to, explosives, firearms, knives, chains, look-alike weapons, or any object that is considered an injurious object by staff. Students in possession or having knowledge of weapons as outlined in board policy shall be reported to law enforcement officials and subject to long-term suspension or expulsion from school.
7. **Graffiti and/or Vandalism** – of school property or personal property while on school grounds or on a school bus, or at any school-sponsored activity.

- 8. Theft of School Property or Personal Property** – while on school grounds, on a school bus, or any school-sponsored activity.
- 9. Possession of Prohibited Devices on School Property** – including, but not limited to, pagers, cellular phones, music headsets, CD players, electronic games and gaming devices, and IPODS. (These items are allowed on field trips, activity or athletic trips at the discretion of the trip sponsor).
- 10. General Disruptive Behavior** – which distracts the attention of the teacher and/or other students and includes, but is not limited to, back talk, profanity, obscene gestures, interruptive noises, excessive talking, throwing objects, refusal to do assigned class work, leaving seat or class without permission, being annoying to classmates, horseplay, roughhousing, and inappropriate or excessive display of affection.
- 11. Cutting Class and/or Excessive Tardiness**
- 12. Inappropriate Attire (see Standard of Dress, approved by Jemez Valley Board of Education, May 2003).**

III. **Consequences** – As per Principal recommendation. In the absence of the Principal a designee will determine temporary consequences pending return of the Principal. If the Principal is absent for an extended period of time, a district administrator will be assigned to determine consequences.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

*Parents or eligible students have the right to inspect and review the students' education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

*Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to hearing. After the hearing, if the school still decides not to amend the record, the parents or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

*Generally, schools just have permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose these records without consent to the following parties or under the following conditions:

1. School officials with legitimate educational interest;

2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for, or on behalf of, the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, with a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information, such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents or eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, call (202) 260-3887 or 1-800-877-8339. Or contact Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-5920.

Permission to Take Photographs/Videos

Name of Child _____

Date of Birth _____

I, _____, give my permission for my child to be photographed or videotaped for educational purposes only. I understand that the New Mexico PreK Website may display pictures of my child when he or she was participating in activities at the Jemez Valley PreK Program or on the Jemez Valley Public Schools Campus.

Parent/Guardian Printed Name _____
Date

Parent/Guardian Signature

Witness, Jemez Valley PreK, Printed Name _____
Date

Witness, Jemez Valley PreK, Signature



JEMEZ VALLEY PUBLIC SCHOOLS

Dear Parents, Guardians, and Interested Parties:

As you are aware, our district boundaries encompass over 1100 square miles. As a result, weather conditions vary greatly from community to community. While some may have 10 to 12 inches of snow in their driveway, others have little or no snow. Determinations for delays or cancellations are made utilizing information from weather services, state road reports, and in conjunction with personnel who have driven roads prior to 5:45 a.m. Decisions are reached in an effort to support the majority of students within our 1100+ square miles.

On days requiring an altered schedule, JVPS will proceed with those who can “safely” make it to school “without compromising their own personal safety.” That decision has to be made by parents and guardians on an individual family basis. The bottom line is “SAFETY!” We are a team and are more effective when everyone is healthy. Parents and Guardians must make the ultimate decision as to whether or not it is safe to send their children on any given day.

When an altered schedule is considered, the School District will do one of the following:

1. **Normal Schedule** (i.e. Snow or storm is light and expected to decrease)
2. **2 Hour Delay** for the beginning of all school activities. Buses will run 2 hours later than normal except for the end of the day. (i.e. Snow or storm lightens up or reports from State Police or the Weather Bureau indicate that the snow or storm is to get lighter)
 - A 2 Hour delay may be upgraded to a school closing if reports indicate a worsening of conditions.
 - Once a 2 Hour delay has been announced, please continue to monitor your radio or television in the event of an upgrade to a school closing.
3. **Closed** for the day (all school activities cancelled)
4. **Mountain Routes** may also be delayed or cancelled. These delays or cancellations will not be announced through the media. A phone tree has been established by the Durham School Transportation Services to notify those affected.

JVPS will notify the following media outlets of any and all district-wide decisions requiring an altered schedule. JVPS can not be responsible for media outlets not making announcements as requested.

Television:	Channel 4 – Kkob TV	Radio:	770 Kkob-AM
	Channel 7 – KOAT TV		
	Channel 13 – KRQE TV		

Information may also be accessed by calling 834-7391 or from Albuquerque 842-0902

Jemez Valley Public Schools PreK Program

Parent Agreement Form

Dear Parents,

Please read the contents of this handbook and then sign and return this page to your child's teacher. Thank you.

Name of Your Child _____

I have read the Jemez Valley PreK Program Handbook, including the district policies on Standards of Dress, Discipline, and Playground Rules.

I understand the contents of these documents.

I accept my responsibility to follow these guidelines so that I can actively contribute to a quality-learning environment in the PreK program and support quality learning experiences for my child in the PreK program.

Parent/Guardian Signature

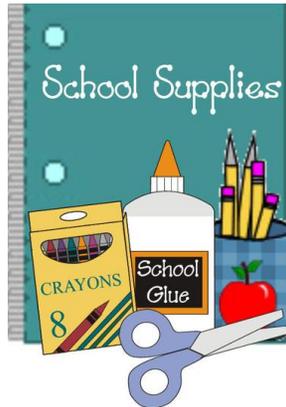
Date

Parent/Guardian Signature

Date

Witness for the PreK Program

Date



PreK Supply List 2017-18 School Year

- | | |
|--------------------------------------|----------------------------------------------|
| 1 <u>Large</u> Backpack | 1 supply box |
| 1 box Crayons (24 count) | 3 containers of disinfecting
wipes |
| 1 2pack dry erase markers | 3 packages of glue sticks |
| 1 boxes of tissue | 3 bottles of liquid hand soap |
| 1 small water bottle | 1 complete change of clothes |
| 2 bottles of liquid glue | 1 box of gallon sized storage
bags (boys) |
| 1 box of snack sized baggies (girls) | |
| 1 blanket for naptime | |

Please label all your supplies